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## Job details

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**Bulletin Number** 20638BR

**Type of Recruitment** Transfer Opportunity

**Department** Auditor-Controller

**Position Title** PROGRAM SPECIALIST V, AUDITOR-CONTROLLER

**Filing Type** Standard

**Filing End Date** 06/20/2013

**Filing End Time** 5:00 pm PST

**General Information** The Department of Auditor-Controller is seeking a highly qualified and motivated individual to fill a vacancy in the Department's Shared Services Division at the level of Program Specialist V, Auditor-Controller. This position reports to the Division Chief and is responsible for coordinating and supervising activities within the Shared Services Division.

**Requirements** **POSITION REQUIREMENTS:** Permanent employees of Los Angeles County who hold the payroll title of Program Specialist V, Auditor-Controller or hold a comparable item which performs similar types of work at an equivalent level in salary and complexity are invited to submit (1) a cover letter and resume detailing relevant experience, (2) copies of the last two performance evaluations, and (3) a time history report of the last two years.

**NOTE: RESUMES ARE ACCEPTED ONLINE ONLY.**

Please attach the required documents along with your resume. If you are unable to attach the required documents online, you may fax them to (213) 947-4848.

Please include your name and bulletin number on all faxed documents.

***All materials submitted will be evaluated; however, only the most qualified individuals will be invited to participate in an interview.***

**Desirable Qualifications**

- A Bachelor's degree from an accredited college or university in accounting, computer science, management science, public administration, or related field;
- Experience managing staff performance, including administering discipline and resolving conflict in accordance with Civil Service Rules and County policies;

- Demonstrated knowledge, critical thinking skills, and abilities required to work effectively with public officials, the management of County departments, outside agencies, and the public;
- Ability to resolve conflicts and negotiate agreements to ensure mutually acceptable solutions between client departments and the Division;
- Excellent organizational skills and the ability to manage multiple priorities in a fast-paced environment; and
- Excellent business writing and oral communication skills.

**Duties**

The duties of the position include, but are not limited to, the following:

Assisting the Division Chief in establishing policies and procedures for the administration of the Division.

Assisting the Division Chief in compiling and preparing the Division's budget, as well as compiling workload statistics, Internal Control Certification Program, client surveys, and other statistical reporting.

Assisting the Division Chief in coordinating the work with other divisions, departments, and outside organizations.

Directing the operations and activities of multiple sections in the Division, including subordinate managers and support staff.

Serving as liaison to client departments, other County departments, and outside agencies in providing requested services while ensuring compliance.

Acting for the Division Chief in his/her absence.

**Vacancy Information**

This vacancy is located at 3470 Wilshire Blvd in Downtown Los Angeles.

**Contact Name** Daniel Ramirez

**Contact Phone** (213) 974-1278

**Contact Email** dramirez@auditor.lacounty.gov

**Job Field** Administration  
Finance and Accounting

**Job Type** Professional

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